

**California Child Development Educator Apprenticeship  
Work Processes - Early Childhood Development Associate  
DOT Code: 092.227-018**

**Early Childhood Development Associate:****Approximate  
Hours**

<b>A) Health and First Aid:</b> 1) Basic Red Cross First Aid program instruction 2) Identification and proper procedures for minor injuries – abrasions, cuts, bruises, falls, et., and reporting procedures. 3) Handicapped or incapacitated persons transportation and handling. 4) Medical and hospital facilities, emergency policies and liability. 5) Recognition, monitoring, and reporting symptoms of: a) Communicable diseases b) Conditions (abnormal) and maladies c) Physical ailments 6) Observation and identification of children with special needs 7) Policies and liability for procedures regarding treatment and/or medication.	<b>*500 hrs</b>
<b>B) Child Nutrition and Hygiene:</b> 1) Recognition, reporting and recording symptoms of malnutrition, child neglect and abuse. a) Observation and assistance with feeding b) Food preparation and meal patterns and serving 2) Appropriate nutritional requirements for different age groups. a) State Standards b) US Department of Agriculture Standards Sanitation and Cleanliness to children.	<b>*500 hrs</b>
<b>C) Child Observation and Group Activities:</b> 1) Promotes child's ability to constructively interact and play with other children. a) Stimulate growth through various kinds of play equipment b) Structured activities to promote problem solving 2) Experience with developmental levels through instruction, observation, and performance, recording techniques. a) Physical, social, emotional, mental, and peer group development b) Authority relationships and behavior patterns	<b>*600 hrs</b>
<b>D) Child Supervision:</b> 1) Learning process techniques: a) Teacher directed activities b) Free play (supervised) 2) Discipline and guidance techniques 3) Working with Exceptional Children	<b>*600 hrs</b>

**\*Denotes more hours and/or increasing responsibility beyond that of a Child Development Assistant.**

**NOTE: Minimum Requirements - High School Diploma or GED and, generally, all of level 1 Work Processes and RSI (12 units ECE/CD).**

**(Early Childhood Development Associate - Model Standard) continued....**

<b>E) Activity Supervision and Direction:</b> <ul style="list-style-type: none"><li>1) Group activity supervision:<ul style="list-style-type: none"><li>a) Smaller groups</li><li>b) Entire groups</li></ul></li><li>2) Individual activity supervision</li><li>3) Child creativity recognition and activity supervision</li><li>4) Use of physical space and relation to appropriate activity supervision.</li></ul>	<b>*600 hrs</b>
<b>F) Parent Consultation techniques:</b> <ul style="list-style-type: none"><li>1) Observation, data collection, listening techniques, and behavior description and interpretation.</li><li>2) Develops and utilizes local resource referrals for parents of children with special needs.</li><li>3) Practices effective skills in parent conferences.</li></ul>	<b>*400 hrs</b>
<b>G) Administration Procedures and Policies:</b> <ul style="list-style-type: none"><li>1) Relationship of Day Care Center to:<ul style="list-style-type: none"><li>a) Sponsoring agency, Federal and State and Local Regulations</li><li>b) Other related community service agencies</li></ul></li><li>2) Liability – Personal and organizational</li><li>3) Worker accountability and responsibility and reporting</li><li>4) Budgeting sources and program expenditure record keeping</li><li>5) Personnel policies and benefits</li><li>6) Administrative records and forms completion.</li></ul>	<b>*300 hrs</b>
<b>H) Peer Mentoring, Team Leadership, Conflict Resolution, Staff Consultation &amp; Presentation:</b> <ul style="list-style-type: none"><li>1) Staff consultation and presentations:<ul style="list-style-type: none"><li>a) Oral presentation, listening techniques, written report presentation, data collection, recording and presentation.</li></ul></li><li>2) Peer Mentoring</li><li>3) Team Leadership</li><li>4) Conflict Resolution</li></ul>	<b>*500 hrs</b>

**Total Hours = 4,000 hrs**